

APPENDIX A

SIMPLER WORDS AND PHRASES

Instead of

a great deal of
a number of
a minimum of
additional
afford an opportunity
as a means of
assistance
at the present time
attempt
concerning
desire
discontinue
due to the fact that
eliminate
feel (e.g., I feel that..)
finalize
for the purpose of
forward
identical
in accordance with
in addition
in an effort to
in conjunction with
in order that
in order to
in the amount of
in the event that
in the near future
in view of the above
indicate
is considered to be
located at
majority
numerous

Try

much
at least
at least
also, more, other
allow, let, permit
about
aid, help, support
now
try
about
wish, want
drop, stop
because
cut, drop, end
think, believe, know
complete, finish
for, to
send
same
by, under, per
also, too, besides
to, so that
with
for, so
to
for, of
if
soon
so, therefore
show, stand for, reveal
is
at
most
many

OM 25-1-50
16 Jul 01

obtain
prior to
provide
provided that
similar to
therefore
until such time
utilize

get
before
give, furnish, supply
if
like
so
until
use